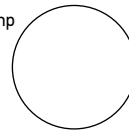




Redirecting Business mail

Date stamp



Redirection Centre Use Only

Have you got the correct form?

Use this form when applying for an entire business move. If only part of your business is moving or you are leaving a multi-occupied address, please use our Business Diversion form. To find out more about the Business Redirection Service, current prices and for the terms and conditions visit royalmail.com/business-redirection, for a paper copy please see the leaflet accompanying this form.

Royal Mail Business Redirection Application Form 23rd March 2020

Please use CAPITALS and a blue or black pen for all your answers.

Questions marked with * are mandatory.

1 Details of organisation or sole trader

*Name of organisation

Any other trading names of the above organisation or names of any other affiliated organisations at the same address whose mail needs redirecting – remember we make a charge for each different organisation name. (Please put any additional affiliate names on a blank sheet of paper and attach it to this application.)

Abbreviations (Please write any abbreviations for the organisation and any affiliated organisations – we do not charge for abbreviations. Example: 'Royal Mail – RM').

If you are a sole trader and are also asking us to redirect your personal mail, please fill in your details below. Not available for limited companies.

Title (Mr, Mrs, Ms etc.)

Full first name

Surname

Middle initial(s)

Royal Mail gives no guarantee that your new address will remain confidential. If we cannot deliver an item to your new address for any reason it may be returned to sender with the new address showing. We reserve the right to refuse to redirect mail and to end the arrangement at any time. If only part of your business or department is moving, please use our Royal Mail Business Diversion service at royalmail.com/diversion. Please note, we can only redirect Royal Mail deliveries and will not be responsible for the delivery service provided by other postal operators.

2 What are your old and new addresses?

To check that postcodes are correct, you can visit our website at royalmail.com/find-a-postcode (we must have both old and new addresses below)

*Old address - where would you like the mail redirected from?

*Postcode

*New address - where are you moving to?

*Postcode

Landline number at the old address

Landline number at the new address

Email

Contact mobile number

Royal Mail account number (if you have one)

Company Registration Number

Number of employees

☒ 1☐ 2-10☐ 11-100☐ 101+

We may inform other organisations that you are no longer at the old address. We may also pass your application details and information regarding the status of your Redirection to organisations to prevent fraud and/or money laundering. We may pass the business name, old address, new address, number of employees, company registration number, company type, telephone and move date included on the Redirection form on to organisations who already have an existing relationship with you for updating purposes. If you are a sole trader or a company with 10 employees or fewer and you do not wish us to do this, please mark an 'X' in the box ☐

Further information about the use of your data is also contained in the Business Redirection terms and conditions. Visit royalmail.com/business-redirection.

3 How long do you want us to redirect your mail for? Please mark 'X' in the appropriate boxes.

*Move date from old address *Start date

*How long do you want the Redirection for?

☒ 12 months☐ 6 months☐ 3 months

We can only redirect mail from a PO Box for up to 6 months

Please mark here if you will be returning to the old address

☐

If you would like the Redirection to end on a specific date please specify

*End date

We need at least 5 working days to set up the Redirection from the day we receive your application at our Redirection Centre.

4 Your payment

For current prices go to royalmail.com/business-redirection. The price of the service is based on:

Length of service you want	Where the new address is	Number of different business names
12 months or 6 months or 3 months	UK or EU or Rest of the World	Different business names/PO boxes will attract a further fee, for example: - Royal Mail will attract 1 fee - Royal Mail & GLS will attract 2 fees

5 This is the identification we require for your security

Proof of identification must be from the items below - no other items are acceptable.

*Please mark 'X' in the appropriate box.

*Please mark 'X' in the appropriate box.

Applying at a Post Office® Branch

Payment by cash, debit or credit card or company cheque made payable to Post Office Ltd. For **each different organisation name**, you must provide 2 forms of original identification and 1 current and valid **proof of organisation** name from this list:

- | | |
|--|---|
| ☐ Company credit card | ☐ Company cheque |
| ☐ Company registration document | |
- For sole traders we **also** accept the following:
- | | |
|--|--|
| ☐ Bank/building society book | ☐ Driving licence photocard |
| ☐ Full passport (any nationality) | ☐ Personal or business account credit or debit card |

AND

1 current and valid **proof of old address** from this list:

Each item must be dated **within the last 6 months** and must match the business name and the old address

- | | |
|--|--|
| ☐ 1 utility bill (NOT a mobile phone or a store/charge card statement or bills printed from the internet) | ☐ Company credit card statement |
| | ☐ 1 invoice |
| | ☐ Company bank/building society statement |

For sole traders we **also** accept the following:

- ☐ Personal or business account bank/building society or credit card statement

Applying by post

send to Royal Mail Redirection Centre, Trent House, Media Way, STOKE-ON-TRENT ST1 5ST

Payment by company cheque, made payable to Royal Mail Group Ltd.

For **each different organisation name**, you must provide 2 forms of original identification 1 current and valid **proof of organisation** name from this list:

- | | |
|---|--|
| ☐ Company bank/building society or credit card statement | ☐ Company registration document |
|---|--|

For sole traders we **also** accept the following:

- ☐ Personal or business account bank/building society or credit card statement

AND

1 current and valid **proof of old address** from this list:

Each item must be dated **within the last 6 months** and must match the business name and the old address

- | | |
|--|---|
| ☐ 1 utility bill (NOT a mobile phone or a store/charge card statement or bills printed from the internet) | ☐ 1 invoice (for goods & services supplied to your organisation) |
| | ☐ A business rate demand |

Please keep a copy of all the documents you send to us.

Total number of documents enclosed:

All documents supplied will be returned to you.

6 Keeping you informed

Royal Mail Group would like to keep in touch with you about our products, services and offers that might interest you. By submitting this application you acknowledge that we may contact you by post, phone, email and text. If you do not want to hear from us by any or all of these means, please mark the relevant box(es) below:

- | | | | |
|--|---|---|--|
| ☒ Post | ☒ Phone | ☒ Email | ☒ Text |
|--|---|---|--|

We may, on occasion, still need to send you important service messages. Royal Mail takes your privacy and security very seriously. For more details please read our privacy policy at royalmail.com. To obtain a paper copy, please see the leaflet accompanying this form.

7 What you are agreeing to

i We require 2 signatures for a limited company/partnership/club and society and 1 signature for sole traders. Full terms and conditions can be found at royalmail.com/business-redirection or for a free paper copy please see the accompanying leaflet.

- The persons signing the form each declare that they have full authority to redirect the mail and sign this form for and on behalf of the person(s), business(es) or organisation(s) named in section 1:
- The persons signing the form each agree to the Business Redirection service terms and conditions for and on behalf of each person, business or organisation named in section 1
- If you sign this form on behalf of a deceased sole trader, you agree to the Business Redirection service terms and conditions. The organisation(s) named in section 1 is/are a limited company (a limited company cannot be a sole trader or limited liability partnership)

- | | | | | |
|--|---|---|--|--|
| ☒ Ltd. Company | ☒ Partnership | ☒ Sole trader | ☒ Club, society, charity, or voluntary organisations | ☒ We are a liquidator, receiver or trustee in bankruptcy |
|--|---|---|--|--|

If you have marked the liquidation/receiver box, please provide a copy of the court order, resolution, notice or other evidence – e.g. letter on headed paper showing your appointment as liquidator, receiver or trustee in bankruptcy, which has been certified by a solicitor. It is a criminal offence to apply to redirect mail without proper authority.

How we use the data provided on this form is described in our terms and conditions. This may include passing your applications details and information regarding the status of your Redirection, to organisations to prevent fraud and money laundering and depending on your business size and/or choices you made on the form, passing some of those details to other organisations who you already have an existing relationship with for updating purposes. For full terms and conditions visit royalmail.com/business-redirection, where you can also find a link to our privacy policy referred to in them. To obtain a paper copy of the terms and conditions or the privacy policy, please see the leaflet accompanying this form.

*Title *First name *Last name

*Job title *Date

*Title *First name *Last name

*Job title *Date

If you do not sign the form we cannot process your application.

* *Signature*

* *Signature*

Post Office® branch use only – All boxes must be completed

***You must check all the following:**
Please tick to confirm

- | | |
|---|--------------------------|
| Proof of business name | ☐ |
| Proof of address dated within the last 6 months | ☐ |
| Liquidation/receivership/bankruptcy documents (if applicable) | ☐ |
| Date stamp on front | ☐ |
| 'Organisation' complete - Section 1 | ☐ |
| 'Addresses' complete - Section 2 | ☐ |
| 'Dates' complete - Section 3 | ☐ |
| '2 signatures required' - Section 7 | ☐ |
| Horizon receipt issued | ☐ |

***You must complete the following boxes:**

Total fee taken for number of business names £ .

How many different business names

Branch code

POL Horizon User ID

Please do not record or send any ID or payment details with this form.

Please dispatch DAILY to Redirection Centre using ENV2130ST only.

